

SYSTEM OF RECORDS NO.: ODEEO/U.01

SYSTEM NAME: Equal Employment Opportunity Management Information System
(EEOMIS)

SYSTEM LOCATION: Department of Housing and Urban Development, HUD 451 Seventh Street SW, Room 2112, Washington, DC 20410; the Washington National Records Center, 4205 Suitland Road, Suitland, MD 20746-8001; and MicroPact, 12901 Worldgate Drive, Suite 800, Herndon, VA 20170.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Personal and employment related data items on each HUD employee, and information on EEO discrimination complaint processing covering both HUD employees and applicants for employment.

CATEGORIES OF RECORDS IN THE SYSTEM: This system contains "selected" personal information on each employee, depending on the employee's type of appointment with the Department, including the employee's: Full Name, Unique Identifier (system generated), Address, Date of Birth, Race, Sex, Disability Status, Pay Plan, Grade and Step, Annual Salary, Occupational Series, Position Title, Organization Code, GSA Location Code, Duty Station, Veteran Preference, Type of Appointment, Tenure Group, Work Schedule, Type of Employment, FLSA, Bargaining Unit Status, Occupational Category, Type of Position, Supervisory Status, Position Sensitivity, Education Level, Academic Discipline, Year of Degree, Special Employee Code, Special Program Code Performance Rating, Performance Year, Enter on Duty Date w/HUD, Date last Grade Promotion, Target Grade, and Date entered Present Position. The EEO Discrimination Complaint processing portion of the system contains information on complaints, both formal and informal, filed by HUD employees and applicants for employment. The information in EEOMIS includes, but is not limited to: Complainant's Name, Complaint Type,

Alleged Discriminating Official, Basis/Issues, Witnesses, Related Correspondence, Step-by-Step Processing Record, Final Disposition, and Summary of Complaint

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: The legal bases for maintaining the system are: Section 717 of Title VII of the Civil Rights Act of 1964, as amended, to ensure enforcement of Federal equal employment opportunity policy requires Federal agencies to maintain Affirmative Employment Programs apply the same legal standards to prohibit discrimination established for private employers; and to eliminate discrimination that Congress found existing throughout the Federal employment system. The Rehabilitation Act of 1973, as amended, required the same for persons with disabilities; the Uniform Guidelines on Employee Selection Procedures, dated 8/78 requires records to be maintained which allow determinations to be made of the impact of selection procedures on members of various race, sex and ethnic groups. The Civil Service Reform Act of 1978, requires Federal agencies to conduct affirmative recruitment for those occupations and grades within their work force in which underrepresentation of women and minorities exists. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 702, dated 12/79 required that Federal agencies develop and implement information systems that provide periodical status reports on a statistical work force profiles and on affirmative employment objectives. Federal Personnel Manual (FPM) Letters 720-4, dated 1/80 and 720- 6 dated 10/80 established broad instructions and procedures for the collection of race, sex, and ethnic origin data on job applicants.

PURPOSE(S): EEOMIS is an internal management information system used to monitor, evaluate, and report the effectiveness of the Department's EEO/AE Program. However, all EEOMIS Users, excluding those in the Office of Departmental Equal Employment Opportunity, have restricted access. Those users cannot retrieve individually identified personal privacy

information. Annually, ODEEO process EEO Counseling, and pre- and formal complaints.

This information must be reported annually to the EEOC and must be processed in compliance with: EEOC Form 462 format; EEOC Management Directives 110 & 715; 29 CFR 1614; the Notification & Federal Employee Anti-discrimination and Retaliation (NO FEAR) Act of 2002, and HUD policies. Additionally, data must be maintained to provide workforce profile analyses as key Departmental indicators for improving utilization of human capital; EEO barrier identification and elimination; tracking; management and reporting under Title VII, and obligations under the Rehabilitation Act. Specific maintenance requirements are necessary to keep current with various mandates from the EEOC and other Federal regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING

CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, HUD may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine use:

1. To another federal agency, to a court, or to a party in litigation before a court or in an administrative proceeding being conducted by a federal agency when the government is a party to the judicial or administrative proceeding.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING,

RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE: Limited information is stored in a computerized database. Hard copy records are maintained in a secured area, in locked file cabinets to which only authorized ODEEO personnel have access. Any hard copy reports, not in statistical format, generated from the database are

stored in a secured office with restricted access. Inactive records are transfer to the HUD Records Management Center.

RETRIEVABILITY: The data is retrievable by any of the data items listed under “Categories of Records in the System.” The records are retrievable by charging party name, employer name and charge number.

SAFEGUARDS: EEOMIS is a LAN based computerized system and only authorized users have the EEOMIS icon on their computers. In addition to the icon, only those users who have been entered into EEOMIS as “authorized” and gain access through an assigned a password. EEOMIS access passwords are assigned and entered by the designated System Administrators in ODEEO. Limited information is stored in a computerized database. All Paper records are maintained in a secured area to which only authorized personnel have access. Access to and use of these records is limited to those persons whose official duties require such access. The premises are locked when authorized personnel are not on duty. Access to computerized records is limited, through use of access codes and entry logs, to those whose official duties require access. Any hard copy reports, not in statistical format, generated from the database are stored in a secured office with restricted access.

RETENTION AND DISPOSAL: All records (paper-based and electronic) are disposed in accordance with HUD’s Records Disposition Schedule 51, 2225.6 REV-1,CHG-42. All paper-based records and reports are held for a six year period then destroyed by shredding. Inactive records are transfer to the HUD Records Management Center and destroyed after the retention has been met. Electronic records that meet their full retention period will be disposed of in accordance with the HUD’s IT Security Handbook (2400.25), pursuant to NIST SP 800-88, Media Sanitation procedures.

SYSTEM MANAGER AND ADDRESS: Michelle A. Cottom, Acting Director, Office of Departmental Equal Employment Opportunity, 451 Seventh Street, SW Room #3124, Washington, DC 20410.

NOTIFICATION AND RECORD ACCESS PROCEDURE: For information, assistance, or inquiry about the existence of records, contact the Privacy Act Officer at the Department of Housing and Urban Development, 451 7th Street SW, Room P8202, Washington, DC 20410, in accordance with procedures in 24 CFR part 16.

CONTESTING RECORD PROCEDURES: The Department's rules for contesting the contents of records and appealing initial denials, by the individual concerned, appears in 24 CFR part 16. If additional information or assistance is needed, it may be obtained by contacting:

- (i) In relation to contesting contests of records, the Privacy Act Officer at the appropriate location, the Department of Housing and Urban Development, 451 Seventh Street, SW, (Attention: Capitol View Building, 4th Floor), Washington, DC 20410, or
- (ii) in relation to appeals of initial denials, the Department of Housing and Urban Development, Departmental Privacy Appeals Officer, Office of General Counsel, 451 Seventh Street, SW, Washington, DC 20410.

RECORD SOURCE CATEGORIES: Initial employee personal information is collected when first appointed as HUD employees (i.e. full name, date of birth, disability status, etc.). Initial position/employment related information for each employee is derived from the type of appointment and specific position (title, series, grade, organization, duty station, etc.) under/for which they were hired. Updates to information on current employees are the results of personnel actions affecting employees (i.e. promotions, reassignments, etc.) and those self-initiated by employees (i.e. changes in disability status/medical condition). Information on EEO

Discrimination Complaint processing is collected and entered directly into EEOMIS by ODEEO staff as complaints are filed and processed.

EXEMPTIONS FROM CERTAIN PROVISIONS OF THE ACT: None.

Click the following link to review this SORN publication in the Federal Register:
<http://www.gpo.gov/fdsys/pkg/FR-2013-02-06/html/2013-02672.htm>